Minutes for The State of North Carolina Forensic Science Advisory Board Meeting (NCFSAB)

Teleconference Meeting - April 20, 2012 - 11am North Carolina State Crime Laboratory Raleigh, NC

Board Member Attendees: Joe John, Peter Marone (Chair), Michael Coble, Kermit Channell, II, Tracey Dawson Cruz, Marcia Eisenburg, David Hinks, Amanda Julian, Roger Kahn, Alka Lohmann, Bruce McCord, Christopher Palenik, Bethany Pridgen, Deborah Radisch, Ronald Singer, Leonard Stefanski, Peter Stout, Robert Zipf. **Others:** John Dilday, Deena Koontz, John Byrd

The meeting was called to order by Board Chair, Peter Marone. Marone proceeded with the welcome and Joe John conducted a roll call of Board members participating via telephone.

Technology Concerns

Following the welcome and introduction, the floor was opened for Board members to raise any concerns or questions they may have regarding telephone, teleconferencing, emails or SharePoint accounts. The Board discussed: 1) Browser issues- John Dilday (IT Rep.) recommended using "Justice\" before Board members' user names to resolve some of their browser issues. Dilday's recommendations will be resent to those that did not receive it originally; 2) Video conferencing – requests should be emailed to John Dilday (jdilday@ncdoj.gov); and 3) SharePoint access – any SharePoint technological issues should be emailed to John Byrd or John Dilday (jbyrd@ncdoj.gov or jdilday@ncdoj.gov)

The Board's Draft Letter to the North Carolina General Assembly

The Board discussed eight amendments to the letter, including format changes. After a lengthy discussion, the Board voted unanimously in favor of the letter as amended.

Discussion of May Board meeting (May 30-31st)

The Board decided that they would have an all day meeting on 5/30, and leave 5/31 open. The NC Crime Laboratory would be working towards completing a compensation study and a plan for reducing the number of long-term cases. Joe John will email Board members to coordinate their schedules and attendance at the meeting. The NC Crime Laboratory plans on being in a position to apply for accreditation by Fall or Winter of this year. To address the equipment replacement plan, the NC Crime Laboratory's first step is to conduct and inventory of all equipment. An email will be sent to all Board members that list the subcommittees that include the "ISO" procedures. Board members will then sign up for the different subcommittees to review the procedures.

SharePoint Document Issues

Chair Marone opened up the floor for members to discuss SharePoint documents and NC State Crime Laboratory data.

As discussed during the initial Technology Discussion, Board members were instructed to email John Byrd or John Dilday regarding any issues they may have with viewing documents in SharePoint. The NC State Crime Laboratory will begin working towards identifying their standard capacity and gathering the necessary data. Board members will identify other crime laboratories to compare their standard

capacities with the NC State Crime Laboratory. Board members would like to see more information regarding the backlog of cases, as well as a documented prioritization scheme for the laboratory. Case capacity data should be emailed to Deena Koontz (dkoontz@ncdoj.gov)

Adjournment

After the conclusion of the discussion, Chair Marone thanked the Board members and the meeting ended.